

## Lesson 9

### Filling out College Applications

**Materials Needed:**  
pen or pencil  
access to Internet or library



**Vocabulary:** These words will help you understand this lesson.

Word/Term	Definition
<b>letter of recommendation</b>	someone that recommends by sending a letter or favorable statement concerning character or qualifications or ability
<b>application</b>	a written or printed form on which a request is made
<b>deadline</b>	a time limit

#### Journal Entry

How does your family feel about college? Is your family supportive or against your going to college? How does this support or lack of it make you feel? Write on this topic in your journal for about ten minutes.

#### Completing the applications

Once you have sent out letters to a handful of schools requesting information and applications (You have done this, haven't you?), you will be receiving materials in the mail. **DO NOT LET THE APPLICATIONS INTIMIDATE YOU.** If you take your time and read them carefully, you will have no problem. Most applications come with an instruction sheet or booklet that is meant to help you fill them out correctly. Each application will ask for information concerning

your name, where you live, with whom you live, your citizenship, financial need, and high school rank. And, yes, most will ask you to write an essay about yourself.

For this lesson, you are going to complete college applications. **DO NOT SEND OUT THESE APPLICATIONS!** This application is only meant for practice. On the pages following the application are instructions to help you in completing the form. Before you start filling out the application, read through it, including the instructions. This will help familiarize you with the questions it is asking. This is a **practice** application. You will see that the instructions include a “Programs of Study” list that shows only a limited number of choices.

College application forms are as different as the institutions that require them. Some application forms are as simple as both sides of one piece of paper. Others look like a small book, with many pages. As with resumes and job application letters, neatness is a very important factor of your application. The majority of colleges will have no problem with a hand-written application as long as it's readable and free from smudges and erasures. Remember, your application gives the first impression of you.

### **Take Time When Filling out your Application**

Give yourself plenty of time to meet deadlines. Answer all questions and don't leave anything blank. Type or print your answers. Presentation is important so be neat. Proofread your application. Have someone else proofread it as well. Don't forget to sign the application. Include any supporting material requested, or have supporting material sent (letters of recommendation). Include any processing fees. **Make a copy of everything!** Applications can get misplaced.

If the application requires an essay, practice writing one before putting the final version on the application. Fine tune your essay. Don't ramble or make it longer than is requested. Have someone else review your draft. See Lessons 7 and 8 on writing **The College Essay**.

1. Complete the following application. Do **not** use your real social security number for this application.

## Sample Common Application

Date: \_\_\_\_\_

Name of College to which you are applying: \_\_\_\_\_

Please send all transcripts, recommendations and any other credentials directly to the Admissions Office at the address listed on the back of this form. Please submit this form and all requested documents by January 1 for full and equal consideration. An academic letter of recommendation from one teacher is required. Please have this mailed to us separately.

**No further action will be taken on your application all until requirements have been met.  
Type or Print Clearly**

1. Name: \_\_\_\_\_

2. Gender: Female \_\_\_\_ Male \_\_\_\_

3. Any previous name for which you have education records: \_\_\_\_\_

4. Permanent Address: \_\_\_\_\_

5. Permanent Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

6. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security Number: \_\_\_\_\_

7. Are you a U.S. citizen? Yes: \_\_\_\_ No: \_\_\_\_

If no, are you a permanent resident? Yes: \_\_\_\_ No: \_\_\_\_

If you are a permanent resident, please provide your alien registration number :  
\_\_\_\_\_

8. Semester you plan to enroll in college: Fall \_\_\_\_ Spring \_\_\_\_

9. **Major** (Your First and Second Choice) 1. \_\_\_\_\_ 2. \_\_\_\_\_

10. Father's Name: \_\_\_\_\_ If deceased, state year: \_\_\_\_\_

Occupation: \_\_\_\_\_ Extent of education: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ If deceased, state year: \_\_\_\_\_

Occupation: \_\_\_\_\_ Extent of education: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

If you do not reside with both parents, indicate who you reside with: \_\_\_\_\_

11. High School Attended: \_\_\_\_\_

School Counselor: \_\_\_\_\_

Please check here if you were home schooled: \_\_\_\_\_

12. List the names and relationships of family members, friends, and acquaintances who have attended this college: \_\_\_\_\_

13. List any honors or awards received during high school: \_\_\_\_\_

14. List any extra-curricular activities you participated in during high school:

*Attach a separate sheet if needed.*

15. List your paid and/or volunteer work experience while attending high school:

Indicate the approximate hours per week for each position: \_\_\_\_\_

Positions Held: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Hours Worked Per Week: \_\_\_\_\_

Name of Company or Organization: \_\_\_\_\_

Number and Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

16. If you wish to be identified with a particular ethnic group, please indicate how you would describe yourself:

- |   |                        |
|---|------------------------|
| _____ African American, Black           | _____ Asian American   |
| _____ American Indian, Alaskan Native   | _____ Hispanic, Latino |
| _____ Native Hawaiian, Pacific Islander | _____ White, Caucasian |
| _____ Other (Specify) _____             |                        |

17. Do you plan to apply for financial aid? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2. Complete a 500 word essay on one of the following topics and enclose it with the application form. Use a computer if possible.**

Essay topics include: (choose one)

- a. Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
- b. Discuss some issue of personal, local, national, or international concern and its importance to you.
- c. Indicate a person who has had a significant influence on you, and describe that influence.
- d. Describe a character in fiction, a historical figure, or a creative work (as in art, music, science, etc.) that has had an influence on you, and explain that influence.
- e. A range of academic interests, personal perspectives, and life experiences adds much to the educational mix. Given your personal background, describe an experience that illustrates what you would bring to the diversity in a college community, or an encounter that demonstrated the importance of diversity to you.
- f. Topic of your choice.



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**Proofread this essay carefully.**

### Letter of Recommendation

Most college applications will have some requirements beyond filling out the application form. One of these will probably be a **letter of recommendation**. Letters of recommendation are one of the few components of an application that are submitted by an objective third party. They provide important insight into an applicant's abilities and characteristics. This letter will be sent directly to the college. Choose adults you know well. Teachers can comment about your academic skills. But also consider other people who can write about your talents and abilities, like coaches, employers, community and church leaders. Select a person you think will give you a good recommendation, but not a family member. It is necessary to ask the person to do this – and to thank him/her after. Some schools require more than one letter of recommendation from counselors or teachers in particular subjects. Carefully read the instructions on the application before choosing someone to write the recommendation.

### Colleges Needs

Colleges will probably ask for a transcript of your high school grades and your rank in class. They will want the results of standardized tests (ACT and SAT) sent if you have taken them.

3. Some applications are more complicated; however this looks more complicated than it actually is. Follow the directions and fill out the following application. Again, do **NOT** use your real social security number. There is information at the end of the application that will help you in some areas





**Application for Undergraduate Admission**

Print or type all information clearly. Accurate completion of this form will avoid delay in the review of your application. We wish you well in your plans to continue your education. *\*Indicates optional answer*

1. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last Name First Name Middle Name

2. \*Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      3. Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

4. Permanent \_\_\_\_\_  
 Mailing \_\_\_\_\_  
 Address \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
City State/Province Zip-Code Country (if not U.S.)

5. \* Sex       Male       Female

6. Home Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

7. Daytime Telephone (if **different**) ( ) \_\_\_\_\_ - \_\_\_\_\_

8. Are you a U.S. citizen? If not complete **22 – 29**.       Yes       No

9. \* Check appropriate box and indicate the name of your parent(s) or guardians(s).       Parents       Guardians  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last Name First Name MI

Check salutation for your parent(s) or guardian(s).       Mr. & Mrs.       Mr.       Mrs.  
 Ms.       Other \_\_\_\_\_

10. Parent(s) or \_\_\_\_\_  
 Guardian(s) \_\_\_\_\_  
 Address \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
City State/Province Zip Code Country (if not U.S.)

11. Family Income Range (See Instructions.)      Code \_\_\_\_\_      \$ Range \_\_\_\_\_

12. Number of Dependents (including applicant) \_\_\_\_\_

13. Indicate if you are a veteran or a dependent of a veteran.       Veteran       Dependent

14. \* Your response to the following racial/ethnic question is voluntary, but federal civil rights legislation and implementing regulations require the University to submit counts of its student body by racial/ethnic categories. Your cooperation therefore, while voluntary, is essential to the accurate reporting of this information.       (W) White, non-Hispanic  
 (A) Asian or Pacific Islander  
 (B) Black, non-Hispanic  
 (I) Am. Indian/Native Alaskan  
 (H) Hispanic/Latino  
 (O) Not listed above

15. \* Check here, if you wish to identify yourself as:  Physically or learning disabled

16. \* Check here, if you wish to indicate that your:  Native language is not English

17. \* Check here, if you wish to identify yourself as an:  Adult Learner

18. If you have academic records under another name, please indicate: \_\_\_\_\_ / \_\_\_\_\_  
Former Last Name First Name

19. Are you applying for full-time or part-time study?  Full-time  Part-time

20. Would you like Student Support Services? (see Instructions) \_\_\_\_\_

Temporary Mailing Address: If completed, mail may be sent to this address until date indicated in 21b.

21a. \_\_\_\_\_ b. Date after which mail should be sent to permanent address.  
Street Building, Apt. Number  
 \_\_\_\_\_  
City State/Province Zip Code Country \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

If you are not a U.S. Citizen, permanent resident or refugee, you must file an international student application, available from your college choice. In addition, please answer the following questions:

22. Country of Birth \_\_\_\_\_

23. Country of Citizenship \_\_\_\_\_

24a. Are you a permanent resident of the U.S.?  Yes  No

b. If yes, please provide your alien registration number. \_\_\_\_\_

25. If you are not a permanent resident, have you applied for permanent resident status?  Yes  No

26. If you are not a permanent resident, indicate your visa type.  F-1  J-1  A-2  
 If you will need a student visa, check F-1.  H-4  Other \_\_\_\_\_

27. Visa Expiration Date \_\_\_\_\_ / \_\_\_\_\_  
Month Year

28. Indicate the number of years you have been in the U.S. \_\_\_\_\_

29. Date latest Test of English as a Foreign Language (TOEFL) was or will be taken (include year). \_\_\_\_\_ / \_\_\_\_\_  
Month Year

30. High School Name \_\_\_\_\_ CEEB Code \_\_\_\_\_

31. High School Address \_\_\_\_\_  
Street  
 \_\_\_\_\_  
City State Zip Code

- 32a. Did you graduate or will you graduate from high school?  Graduation  
 Did you withdraw and/or complete the GED? (Check only one.)  Withdrawal  GED
- b. Enter date of graduation, withdrawal or completion of GED. \_\_\_\_\_ / \_\_\_\_\_  
 Month Year
33. \* Date latest Scholastic Assessment Test (formerly Scholastic Aptitude Test) was or will be taken (include year). \_\_\_\_\_ / \_\_\_\_\_  
 Month Year
34. \* Date last American College Test was or will be taken (include year). \_\_\_\_\_ / \_\_\_\_\_  
 Month Year

Freshman applicants should have their **counselor/advisor** complete the following information:

Actual Rank: Rank is \_\_\_\_\_ out of \_\_\_\_\_ (class size)

Rank is (check only **one**):  Weighted  Unweighted

High School Average (at time of application): \_\_\_\_\_

High School Average is (check only **one**):  Weighted  Unweighted

Signature of School Official \_\_\_\_\_ Date \_\_\_\_\_

I understand this application cannot be processed if it has not been completed according to the instructions and any deliberate falsification or omission of data may result in denial of admission or dismissal. All information submitted is therefore true to the best of my knowledge. If I am an Early Decision applicant, I agree to comply with the program requirements outline in the *Guidebook*. With my signature, I authorize the release of my transcripts(s) and standardized test scores for admissions purposes.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ - - - - -  
 Applicant's Last Name First Name MI Social Security Number

**Preferences for College Study**

Curriculum Name \_\_\_\_\_

Curriculum Code \_\_\_\_\_

Semester you wish to enroll \_\_\_\_\_ (Month) / \_\_\_\_\_ (Year)

Do you wish campus housing?  Yes  No

If you applied previously, give month and year. \_\_\_\_\_ (Month) / \_\_\_\_\_ (Year)

## INSTRUCTIONS FOR COMPLETING THE APPLICATION

Remember to write or type neatly and legibly, and take your time.

Any question or section with a star (\*) next to it means that this particular part of the application is optional; you do not have to answer it if you do not wish.

Question #4: Use the address where you can always be reached. Do not use an address which you may be leaving in a short time.

Question #8: If you are not a U.S. citizen, you will need information from your visa to complete Questions 22 – 29. Make sure you have this information available.

### Question #11: Family Income Range

Indicate the letter or number corresponding to your family's gross income, as reported on your federal income tax form. If your parents are separated or divorced, you should report the income of the household in which you reside for most of the year. If your situation is described by letters S, T, or W below, enter one these codes rather than a letter code indicated in an income range.

- |     |          |   |         |
|-----|----------|---|---------|
| (A) | \$0      | – | \$5,999 |
| (B) | 6,000    | – | 8,999   |
| (C) | 9,000    | – | 11,999  |
| (D) | 12,000   | – | 14,999  |
| (E) | 15,000   | – | 17,999  |
| (F) | 18,000   | – | 20,999  |
| (G) | 21,000   | – | 23,999  |
| (H) | 24,000   | – | 26,999  |
| (J) | 27,000   | – | 29,999  |
| (K) | 30,000   | – | 32,999  |
| (L) | 33,000   | – | 35,999  |
| (M) | 36,000   | – | 38,999  |
| (N) | 39,000   | – | 44,999  |
| (Q) | 45,000   | – | 54,999  |
| (R) | 55,000   | – | 64,999  |
| (Y) | 65,000   | – | 74,999  |
| (Z) | 75,000   | – | 84,999  |
| (2) | 85,000   | – | 94,999  |
| (3) | 95,000   | – | 104,999 |
| (4) | 105,000+ |   |         |
- (S) – Your family received payments from the Department of Social Services.  
(T) – You live with foster parents who do not provide money for college and no support is provided by natural parents  
(W) – You are a ward of the state or county.

Question #19: Full-time study may vary from school to school, but you usually must enroll for at least twelve credit hours per semester to be a full-time student. This means that you will probably be taking four classes each semester or trimester, depending on how the school operates. Anything less than this is considered part-time.

Question #20: **Student Support Services**

Enter the letters corresponding to campus services you would like, if available.

- A) Improving mathematics skills.
- B) Improving reading skills.
- C) Improving writing skills.
- D) Developing good study techniques.
- E) Personal, career or educational counseling.
- F) Finding part-time jobs.
- G) Locating off-campus housing.

Question #21: If you plan to move soon and have a temporary address, be sure to complete this section. Also, be sure to include a date that indicates when the mail should be sent to your permanent address.

Questions #30 – 34: Although you may be receiving some of your high school credits through PASS, you must include information about the high school that holds your records. Be sure to provide the correct address and school code, which may be obtained by contacting the school.

Academic Information: If this were an actual application, not a practice one, you would need to send it to your high school because your counselor needs to provide information about your academic record. For an actual application do this as soon as possible because your counselor will have many of these applications to fill out. Also, it may be a good idea to include a self-addressed, stamped envelope with your application when you send it to your counselor so that he or she may send you a quick note letting you know that your application has been received. (If you are able to meet with your counselor, it would be better to give him or her the application yourself rather than mailing it.)

Curriculum Name / Code: See the following Programs of Study chart.

## Programs of Study

0000 Undeclared Major  
0199 Early Admission (After 11th Grade)

### Liberal Arts

0304 American Civilization  
0301 Anthropology  
0379 Applied Physics  
0309 Art History  
0177 Art Studio  
0387 Biochemistry  
0313 Biological Sciences  
0180 Botany  
0744 Ecology  
0358 Zoology  
0848 Biophysics  
0345 Black Studies  
0758 Broadcasting (Radio & TV)  
0316 Chemistry  
0354 Communication (Broadcasting)  
0344 Comparative Literature  
0286 Computer Science  
0797 Creative Writing  
0287 Criminal Justice  
0339 Dance  
0356 Dramatic Arts  
0825 Dramatic Arts and English  
0323 English  
0333 Literature  
0797 Writing  
0363 Environmental Studies  
0324 French  
0165 Geochemistry  
0325 Geography  
0814 Urban – Planning  
0327 Geology  
0378 Geophysics  
0329 History  
0332 Linguistics  
0334 Mathematics  
0290 Medical Technology  
0136 Medieval Studies  
0366 Music Performance  
0338 Music Theory and History  
0303 Musical Theatre  
0340 Philosophy  
0383 Photolithography  
0342 Physics  
0807 International Relations  
0819 Public Administration  
0347 Psychology  
0766 Child Psychology  
0763 Public Relations  
0352 Sociology  
0353 Spanish  
0245 Speech Pathology & Audiology  
0741 Women's Studies

### The School of Education

0100 Elementary Education  
0767 Early Childhood Education  
0100 Reading Education  
\*\*\*\* Secondary Education  
0127 Biology  
0128 Chemistry  
0131 Earth Science  
0120 English  
0122 French  
0126 Mathematics  
0129 Physics  
0125 Social Studies  
0124 Spanish  
0115 Special Education  
0119 Emotionally Handicapped  
0118 Learning Disabled  
0115 Mentally Handicapped  
0116 Physically Handicapped  
0769 Special Education and Elementary  
Education: Dual Certification  
0117 Speech and Hearing Handicapped  
Education

### The School of Business

0281 Accounting  
0284 Business (Management)  
0282 Finance  
0724 International Business  
0757 Labor–Management Relations  
0284 Management Policy  
0285 Marketing  
0284 Quantitative Applications  
0322 Economics

### Health Related Programs

0290 Medical Technology  
0245 Speech Pathology and Audiology

### Pre–Professional Programs

\*\*\*\* Pre–Dentistry  
\*\*\*\* Pre–Law  
\*\*\*\* Pre–Medicine  
\*\*\*\* Pre–Nursing  
\*\*\*\* Pre–Optometry  
\*\*\*\* Pre–Physical Therapy  
\*\*\*\* Pre–Veterinary Medicine

\*\*\*\* Choose appropriate academic major (e.g. biology or chemistry for pre–med; political science, English, business, etc. for pre–law, Math for Math/Secondary Education,

After you finish filling out the application, both you and your counselor, teacher or advisor should look it over to check for mistakes. If possible ask someone else to look at it as well.

**NOTES or questions you may have:**

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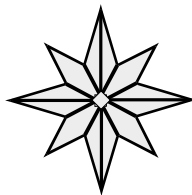
**Give yourself a pat on the back. You're off to a great start.**

If you have done all the right things you should hear good news; however, sometimes things do not go as planned.

### **Rejection Is Hard for Everyone**

What will happen if you don't get into the college you want the most? Getting a rejection letter from a college or university doesn't make you a bad person. The question now is how to make sense of this sorry situation and handle it with maturity and grace. College rejection is never the end of the world, no matter how much it feels that way.

Think about alternatives. If you have applied to more than one college you may have an opportunity to go in the fall even if it's not your first choice. You can request to the college of your choice that you be put on a "wait" list. Not all students will attend the college even if they have been accepted. They may select students from the "wait" list later in the spring. Another alternative is to enroll in 2 or 3 courses as a non-matriculated student. If you do well, you may be accepted the following semester. Consider going to a Community College for a semester. What ever happens, don't give up. There is a college for YOU!



**End of Lesson 9**